

BYE-LAWS



THE CALCUTTA PUNJAB CLUB LTD.

EXECUTIVE COMMITTEE FOR THE YEAR 2018-2019

MR. KAWALJIT SINGH JOHAR
PRESIDENT

MR. AMARDEEP SINGH DHANJAL
IMMEDIATE PAST PRESIDENT

MR. RAJ METHARAMANI
VICE PRESIDENT

MR. SUNIL SOBTI
VICE PRESIDENT

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HONY. SECRETARY

MR. SUMEET LAMBA
HONY. JT. SECRETARY

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HONY. TREASURER

COMMITTEE MEMBERS

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MR. KAILASH ATHWANI

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MR. ASHOK KUMAR KAPUR

MR. KULDIP NAYAR

MR. SURINDER SINGH

MR. DEEP SINGH SURI

ASHISH VOHRA

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THE CALCUTTA PUNJAB CLUB LTD.

21, BALLYGUNGE CIRCULAR ROAD
KOLKATA - 700 019.

BYE-LAWS

*(As Amended and Adopted by the Executive Committee
on 14th September 2013)*

GENERAL

1. The Bye-Laws of the Club are resolved by the Executive Committee (hereinafter referred to as "The Committee") which has the authority to alter, delete and add to the Bye-Laws from time to time. These Bye Laws with the amendments stated hereinafter shall be deemed to be effective from the date of adoption of these amendments.
2. The Committee is empowered to suspend or waive the operation of any Byelaw or any part thereof, at its discretion.
3. A copy of these Bye-Laws on written request will be available at the Club Office.
4. The names of the members of the Sub-Committee appointed by The Committee under Article 43 to be posted on the Notice Board. The Secretary shall be Ex-Officio Secretary of each Sub-committee.

5. All timings given in these Bye-Laws will be strictly adhered to. The timings for various facilities are generally incorporated in the monthly programme bulletin. The Committee reserves the right to change these timings. The staff will not be requested to remain beyond the scheduled hours nor will the club hours or any other part of it be kept open beyond the timings laid down except for specified occasions and circumstances.
6. The charges for various facilities may keep changing from time to time. Members are advised to ascertain the charges for the facilities they choose to use.
7. Suggestions and complaints shall be made to the Secretary in writing in the suggestion/ complaint book available at the Reception desk.
8. Members **are advised** that they shall be suspended if The Committee is satisfied that they have given any money or gratuity to any club staff for period of six months.
9. Any question as to the interpretation of administration of the Bye Laws shall be decided by The Committee, whose decision shall be final.

PAYMENT OF CLUB BILLS (DEFAULTING MEMBERS)

10. All club bills for subscriptions, supplies and other charges are payable within 15 days of presentation as provided in Article 28 of the Articles of Association of the club.

11. In case of non payment as provided under Clause 10 here above a notice will be sent to the member concerned under Registered Acknowledgement Due Cover to the effect that his credit will stand stopped and his name will be posted in a conspicuous part of the club premises unless payment is made within ten days from the date of receipt of the notice in the case of a resident member and eight weeks in the case of a member not resident in India.
12. A charge Rs. 500/- shall debited to the Member for the notice issued. However, these charges can be reviewed by The Committee from time to time.
13. In any case member's credit will automatically stop if the bill is not cleared within 15 days from the date of bill or exceeds credit limit and no notice of the same shall be served on the Member.
14. The credit facility of a member shall not be restored unless the entire outstanding amount of up to-date bills has been cleared.
15. In case cheque of the member is returned by the bankers then the member will be treated as a defaulter and will also be charged Rs. 500/- as bank charges.
16. If the payment is not made within the specified time, the name shall be posted, intimation thereof be sent to the member by Registered Acknowledgement Due cover or by courier and if after the lapse of 10 days, or 8 weeks as the case may be from the date of

receipt, the account still remains unpaid, his name shall be erased from the list of members, and thereupon it shall be notified to him that he has ceased to belong to the Club, in spite of such erasure The Club shall have the right to realize the amount due from such member in the manner as The Committee may from time to time determine.

In the event a member's name is erased and the said member desires to again become the member then the said member shall have to pay reinstating charges:-

If paid before 90 days Rs. 25000/- after 91 to 180 days Rs. 50,000/- after 181 days full amount as applicable to the enrolling of new member.

CREDIT FACILITIES AND BILLING TO MEMBERS

- 17. Credit facilities to Members, in respect of bills for subscription, supplies and other charges shall be limited to 60 days outstanding not exceeding upper limit of maximum Rs. 12,000/- at any one time.**
18. Credit facilities to any members, whose total dues to the club exceed the monetary limit of Rs. 12,000/- will automatically stand stopped and reactivated after the amount is cleared.
19. Members are required to give their Smart Card membership while signing the Club Vouchers, and also

to advise their dependents accordingly. Members are advised to ensure collecting printed Final Bill before leaving the club.

20. With the implementation of computerization the members are required to write the orders themselves, sign the order slip and write their membership number and name in block letters while ordering drinks and food. They also have to give their membership Smart Card and inform the bearer if the same is for cash or credit payment.
21. It is mandatory for the member to collect their computer-printed Bill at the end of the day. No vouchers will be sent with the monthly bill. In case of any doubt the member can come to the Club's office and check the original Bill signed by the member. If no complaint is received within 15 days from the date of the bill then it shall be taken as correct and no correspondence on the same will be entertained.
22. The Membership Smart Card is compulsory for all members and has to be carried on person while visiting the club. The management reserves the right to refuse entry to any member not carrying his/her membership card.

BAR TIMINGS

23. The timings for various Bars and other facilities at the Club shall be as under:

a) **Lawn Bar (Ground Floor)**

Tuesday	06.00 p.m. to 11.30 p.m.
Wednesday	06.00 p.m. to 11.30 p.m.
Thursday	06.00 p.m. to 11.30 p.m.
Friday	06.00 p.m. to 11.30 p.m.
Saturday	06.00 p.m. to 11.30 p.m.
Sunday	06.00 p.m. to 11.30 p.m.

b) **Chivas Bar (Ground Floor)**

Tuesday	3.30 p.m. to 11.30 p.m.
Wednesday	3.30 p.m. to 11.30 p.m.
Thursday	3.30 p.m. to 11.30 p.m.
Friday	3.30 p.m. to 11.30 p.m.
Saturday	3.30 p.m. to 11.30 p.m.
Sunday	12.00 Noon to 11.30 p.m.

**Last order for drinks to be placed by 11.30 p.m.
"Bar Timings are Subject to Excise Rules"**

c) **100 Pipers Bar and Business Lounge (First Floor)**

Sunday	12.00 Noon to 11.00 p.m.	} Except Monday
All Days	7.00 p.m. to 11.30 p.m.	

d) **The Lounge**

Monday - Closed

Wednesday & Saturday - 7.00 p.m. to 12.00 Midnight

Private Party Days - 7.00 p.m. to 12.00 Midnight

Friday & Saturday - 7.00 p.m. to 1 a.m.

Private Party Days - 7.00 p.m. to 1 a.m.

e) **Jharoka Fine Dining Hall**

Sunday 12.00 Noon to 3.30 p.m. and

7.00 p.m. to 11.30 p.m.

(Children below 12 years not allowed)

Sitting arrangement shall under no circumstances be changed/attered by the members using Jharoka.

f) **GOLDEN ROOM**

All days 7 p.m. to 11.30 p.m.

Sundays 12.30 p.m. to 3.30 p.m.

Joining of Tables is not allowed.

g) **MAIN DINNING HALL**

Children below 12 years allowed Tuesday through Sunday.

Exception Club Nights (Friday).

h) **DARTS TABLE TENNIS ROOM**

All days

1.00 p.m. to 11 p.m.

RESTRICTION CONSUMING LIQUOR

- 1) **Any liquor ordered at the bar or anywhere in the club premises must be consumed by the hours fixed for closing under the Excise Rules.**

- 2) **Bar closing hours are as stated above except for the day when extension of time has been obtained from the Excise Authorities and such extension shall be duly exhibited.**
- 3) NO PERSON BELOW THE AGE OF 21 YEARS WILL BE SERVED ALCOHOLIC DRINKS.

THE LOUNGE

24. (a) While The Lounge shall remain open till midnight, the last order for Drinks must be placed by 11.30 p.m., while the last order for Snacks must be placed by 10.45 p.m. No dinner shall ever be served in The Lounge, except when the same is reserved for Private Party.
- (b) The Members are expected to enter The Lounge only if he is accompanied by his gracious lady. Similarly, any guest must mandatory be accompanied by his gracious lady. However, any bonafide Member may be allowed to enter The Lounge singly if he so desires.
- (c) The Lounge can be reserved for 4 hours by any Member of the Club for hosting Private Party for not more than 25 Couples on any day, except on Wednesday and Saturday. Dinner will be allowed to be served at such Private Party.

- (d) The hire charges for such reservation of The Lounge shall be Rs. 9,000/- plus applicable GST extra apply but inclusive of charges for DJ and the Music System. Food & Drinks shall be charged extra at applicable rates.
- (e) **The Guest Charges shall Rs. 100/- plus Taxes as applicable. Member must Accompany The Guest.**
- (f) **Entry by showing Smart Card of the Club by Member is mandatory.**

BUSINESS LOUNGE

- 25. Members using business lounge shall maintain strict discipline and observe the rules as framed from time to time. **The sitting arrangement shall under no circumstances be changed/alterd by the members using the lounge.** The member using the lounge shall discuss among themselves in soft/low voices in order to observe and maintain the decorum of the lounge.

RESTRICTION FOR EMPLOYEES

- 26. **NO MEMBER SHALL OFFER OR GIVE TO ANY EMPLOYEE OR SERVANT OF THE CLUB ANY INTOXICATING OR OTHER LIQUOR IN THE CLUB PREMISES UPON ANY PRETEXT WHATSOEVER.**

MEAL HOURS/CLUB TIMINGS

27. Unless decided otherwise, the Club Timings shall be as under :

- i) General

CLUB TIMINGS :

3.30 p.m. to 11.30 p.m. on week days 12.00 noon to 11.30 p.m. on Sundays. Except Monday.

DINNER/LUNCH/SNACKS :

Order to be placed by 10.45 p.m. and to be consumed by 11.30 pm.

For Lunch on Sundays Order to be placed by 2.30 p.m.

- ii) **Service of Cigarettes and soft drinks.**

Services available everyday till 11.30 p.m. during Club hours.

However Cigarettes to be Served to people only to above 21 years of age.

- iii) **Parcel for Food/Snacks**

A Member may order for Food to be parcelled within the above hours in the following manner **& will have to take delivering in person by presenting his/her smart card or using the Clubs Parcel Order Slip along with Smart Card through his / her authorised representative.**

1. For multiple plates upto 4 Plates for each item- With One hour prior Notice.
2. For Bulk Parcels exceeding 4 Plates for each item - With 24 hour prior Notice

DEPENDENTS/CHILDREN

28. Children under the age of 5 years are not permitted to enter the club premises except on Sundays and holidays when they can make use of the Club up to 7.00 p.m. except the Bar Room & Jharoka Dinning Hall. Children will however, be permitted on occasions like Children's Party and when the individual parties are held.
- 28 (a) The children play area is 2nd floor.
29. (a) **Wives, unmarried daughters and or dependent unmarried sisters above the age of 14 and upto the age of 24, and dependent male children and/or dependent unmarried brothers above the age of 18 upto the age of 24, of a Permanent local or Associate local Temporary Member, shall subject to sub-clause (b) hereunder be entitled to avail of the amenities of the Club without payment of any additional general subscription. Such additional subscription shall, however, be payable for other amenities of the Club e.g. Tennis etc., as the The Committee shall from time to time lay down in the Bye-Laws of the Club in this regard.**

- (b) The unmarried daughters and/or dependent unmarried sisters above the age of 14 and upto the age of 24, and dependent unmarried brothers above the age of 18 and upto the age of 24, of a Permanent Local, Associate local or Temporary member shall be entitled to avail of the amenities of the Club subject to such restrictions as the The Committee shall impose from time to time.

- (c) The wife of the deceased member on the rolls on the date of death, may be given by the The Committee, the privilege to make use of the Club on payment of regular monthly subscription applicable to Permanent Members and The Committee can withdraw any such privilege without assigning any reason thereof.

However all amenities can be availed only against production of Smart Card only.

30. DEFINITION OF CHILDREN AND DEPENDENTS

The children for the purposes of these bye-laws is a person who has not reached the age of **12 years**.

A dependent for the purposes of these bye-laws is a person who has not reached the age of 24 and is unmarried.

31. The dependents (other than the wives of members) are, under no circumstances, permitted or entitled to :
 - i) Entertain any guests in the Club premises.
 - ii) Consume alcoholic drinks on their own.
 - iii) Use Card room if not accompanied by the member.

32. The dependents and children referred to above of a **non-resident member** shall not be entitled to avail of the amenities of the club during the absence of the member from Kolkata. This facility is available to dependents of local members only. If the dependents and children of non-resident members are found making use of the Club the member concerned will be treated as a local member for the particular month and charged subscription accordingly.

33. These Bye-Laws are relaxed for family nights to the extent that children may remain till 10.30 p.m. if they are having a meal and are accompanied by a member.

34. The children are NOT permitted in any Bar, Card Room. They may utilize other sections of the club according to the sectional timings laid down for these section.

35. Scooters, bicycles, tricycles, perambulators etc. are not permitted in the club premises.

36. All dependents children must carry their signing facility (**smart cards**) on them at all times in the club. Failure to

produce the card when asked for by the staff will mean denial of service.

37. Children above 12 years of age are allowed in the dining room when accompanied by parents on all days. Children below 12 years of age are not allowed in the **Jharoka Dinning Hall. (A Fine Dinning Hall)**

NON-RESIDENT MEMBERS

38. The term **"Non-resident Members"** shall include
 - (a) permanent or associate members not ordinarily resident within such limits of Calcutta as The Committee may from time to time determine, and
 - (b) such members ordinarily resident within these limits as may cease to reside therein for six (calendar) months or more and given notice of their desire to be treated as **"Non-resident Members"** during the period of their ensuring absence.

Status of **"Non-resident Member"** can be availed only after having completed 3 years of membership from the date of confirmation of their permanent or associate membership.

39. A member shall be to be considered as **"Non-resident Member"** after a minimum period of three years of Permanant Membership from the date of letter issued to him by the club office as a Permanant Member.

40. For the purpose of Non-resident Membership it is essential that the outstation address of the member be registered in the club record.
41. **Subscription** : The subscription of Non-resident members (permanent or associate) shall be $\frac{2}{3}$ rd (Two Third) of the General Subscription payable in advance on 1st April every year. If the Non-resident members uses the Club for more than 2 times in a month with a payment of Rs. 100/- per day but not more than 12 days in a year from April to March.

If a non-resident member or his family uses the Club for more than two days in a month, in that event, full subscription for that month shall be payable by him. However, taxes as applicable under the Prevailing Statutory Acts will be charged extra.

DRESS CODE

42. **DRESS REQUIREMENTS FOR THE MEMBERS AND THEIR GUESTS VISITING THE CLUB WILL BE AS UNDER :**

This is applicable in the Club premises wearing of chapplas will not be permitted at any time. Except when worn with sandal having backstrap Kurta and Dhoti.

Punjabi style dress i.e. Chooridar Pyjama and Kurta is permitted with sandal having backstrap. ?

Round neck T-shirts are not allowed except in DJ Bar, Table Tennis Room / SPA / Gym & Lawn. The T-shirt should be tucked inside. **Hat/Patta/Leather jacket is not allowed in the club premises.**

Children Below the age of 12 will be allowed, T-shirts/ Shirts without collar, half pants & Patta. Children may also come with leather chapplas with strap. **Children to be dressed decently and properly.**

GUESTS

43. Member may entertain guests subject to such rules and bye laws and payment of such charges as may from time to time be prescribed by The Committee. Members shall in every case pay the expenses for such entertainment and shall be responsible for their Respectable guests for their behaviour & observance of the rules of the club including dress restrictions.
44. Persons introduced as guests would be such who would normally be eligible for membership of the club. No member shall introduce to the club any person whose presence has previously been adjudged by the The Committee to be undesirable or whose membership has been cancelled for any reason.
45. **Guest should observe the dress code and rules and regulations of the club strictly.**
46. A member may introduce visitors to Kolkata as guests to the club and Tennis grounds on ordinary occasions, to club functions and other social, sporting, cultural events, dances etc. and on special occasions, upon such conditions as the committee may determine.

47. The names of all guest must be entered by the host in the appropriate register at the time the guests enter the Club. Guest registers shall be kept with the Reception.
- a) Member shall pay guest fees as decided from time to time by the committee.
 - b) Only Permanent Members, Associate Members, Life Members and Honorary Members are permitted to entertain guests in the Club. **Temporary and / or members of the affiliated clubs staying in the club's residential rooms are not allowed to entertain guests in the club.**
48. The following amounts shall be levied as GUEST CHARGES as decided by the Committee line to line excluding Good Tax as applicable at that line.
- a. Gentlemen Rs. **100/-** per head per day + **taxes as applicable.**

A guest fee of Rs. **100/-** per head (gentleman or lady) shall be charged to a person above the age of 12 years for Housie / Tambola or as decided by the Committee.

Government Taxes and Duties shall be levied on Guest Charges as applicable

Note : No resident of Kolkata shall be introduced as a guest for more than (2) days in a month except when entertained by a member at club functions.

49. Members are allowed to bring **guests maximum of 6 nos only** and shall have to pay guest charges as applicable.

PRIVATE PARTIES

50. For the convenience of the members with regard to the arrangement of private lunch/tea/dinner/ cocktail parties in the club premises, the management has introduced a detailed form, which can be had on request from the office.

Members wishing to hold such parties are requested to submit the above form duly filled in to the Hony. Secretary well in advance for timely action.

51. With the approval of the Hony. Secretary of the Club Members may book the party room / main hall / lawn for parties, functions etc. which shall under no circumstance include hazardous games.

When parts of the club premises are engaged under this bye laws, the committee may close any part of the club premises for normal use for such period(s) as they shall deem fit and proper.

52. Members are required to follow the rules and regulations as passed by the Executive Committee from time to time for hosting the Private Parties.

53. RESERVATION :

Members only can request for reservation of the following Dining Room :

Peacock Room

Regal Room

Main Hall

Lounge with Light & Music

Lawn without Bar

Lawn with Bar

Lawn Birthday Party 03.00 p.m. to 06.30 p.m.

Fourth Floor Terrace

Please note Members shall have also to pay charges such as maintenance, Electricity Cleaning etc extra as determined at the time of reservation of the place.

The government taxes and duties shall be extra if applicable.

Lawn booking only available on Monday (with or without Lawn Bar)

NOTE : In event lawn birthday party is not over by 6.30 p.m. then full charge has to be paid by the member.

For all parties full-reservation charges must be paid at the time of booking :-

54. CANCELLATION CHARGES

7 days before the date and time of the party full deposits refundable subject to cancellation charges Rs. 500/- or as decided by The Committee from time to time.

72 hrs. or less before the date and time to the party full reservation charges to be forfeited, save and except when the President and/or the Secretary are convinced that circumstances that led to cancellation was absolutely beyond the control of the member.

55. Peacock Room/Regal Room :

The room will be made available for holding cocktail parties only. The room can be used for any other purpose such as Seminars, meetings, conferences and Exhibition Sales. However booking for Seminars, Meetings, Conferences and Exhibition sales shall be done at applicable Commercial rates, only as provided in Clause 68.

The room will cater to maximum of 30 and 50 heads respectively for any cocktail party. The booking can be made by permanent/corporate/ associate members of the club. As host, it will be their responsibility to be present throughout the function, sign all bills and complete formalities of the party before departure.

56. No food will be brought from outside. No left over food/ snacks will be allowed to be taken away. Maximum of 10% guest in excess of the original booking will be catered to Bills will be made accordingly.

SUGGESTIONS

57. A Suggestion Book Box is provided in the Club and the members are welcome to make their suggestions in writing instead of verbally telling any office bearer or member of the staff.

58. Members are requested to restrain themselves from shouting, misbehaving with the The Committee members or management and staff.

PAN, GUTKA, PAN MASALA :

59. All members are advised that chewing of Pan, Gutka, Pan Masala, Tobacco is strictly banned in the Club premises. Any member found not adhering to the said directive shall face disciplinary action as deemed fit and proper by the President/Hony. Secretary in consultation with the office bearer.

MINIMUM BILLING

60. All members will have to adhere to minimum billing of Rs. 250.00 per month or Rs. 750.00 per three months or as decided by the Committee time to time.

CLUB PROPERTY

61. Members shall pay for all articles of the club property lost, broken or damaged by themselves, their guests or their dependents. The amount to be charged in the case will be fixed by the Club Management at their sole discretion.

62. Periodicals are not to be defaced or removed from the club premises.

MUSIC, SPEECHES ETC.

63. Except with the permission of the management previously obtained no music, singing, cheering, speeches, musical instruments, radios, tape recorders etc. shall be allowed in the club.

ANIMALS

64. No member under any circumstances, is allowed to bring a dog or any other animal into the club premises.

PERSONAL PROPERTY

65. The club shall not be responsible for any loss of or damage to property of members, their guests or their dependents children.

DOMESTIC SERVANTS MAID SERVANTS AND DRIVERS

66. No domestic servant, maidservant and Driver will be permitted to enter the club premises.

NOTICE AND POSTERS

67. No notice or poster will be displayed in the club except with the permission of the Management.

PARKING OF CARS

68. Under instructions from the Traffic Police, members are advised to park their cars on the western side of the road only.

RESTRICTION ON CELEBRATION OF BIRTHDAYS AND ANNIVERSARIES

69. Celebration of Birthday and Anniversaries shall not be allowed at any of the Bars. Any Member who wishes to have that celebration in the Club Premises may book the appropriate place upon payment of the application charges in respect thereof as per these Bye Laws or as may be decided by The Committee from time to time.

CATERING BY MEMBERS

70. As per Company law a Member of The Committee of the Club or any of his family members is debarred to sell any item or indulge in catering or any other business contract with the Club, as long as one holds the position of a The Committee Member/Director.

CANDIDATES FOR MEMBERSHIP

71. The proposers and seconders of candidates for membership of the club should be permanent members of at least three years and two years standing respectively, and should not put up any candidate not personally known to them.
72. Proposers and seconders are advised to give full details as far as possible in the interests of their candidates as ambiguity or paucity of details may prejudice the selection of their candidates. Description such as 'Merchant', 'Business', 'Land-Lord' and such like are considered ambiguous terms.

73. All questions on the Membership Form, available from the office, must be specially answered.
74. No member of the Executive Committee shall propose or second a candidate for Membership of the club.
75. A permanent member cannot propose and/or second more than two candidates in a calendar year.

FACILITIES AT THE CLUB

76. BILLIARDS /SNOOKER

- a) The following are the hours of play during which the marker will normally be in attendance:

Dependents : 3.30 p.m to 7.30 p.m. Members:
5.30 p.m. to 11.30 p.m.

Members or the dependents waiting to play should get their names noted by the Marker for being on the waiting list.

A member or dependent, who has the turn to play, can play with the person who is next in the order of the play or with Marker.

The timings given above are subject to the fact that if a dependent is playing a game and his unit of time of half an hour has not elapsed, he can encroach on member's time to the maximum of fifteen minutes.

Beginners are allowed to play at the club tables. The Billiards Sub-Committee will be the deciding authority whether or not a person is a beginner.

Members are advised not to hold lighted cigarettes while using the table.

No weight should be placed on or against the cushions. Such practice is strictly forbidden, since it causes abnormal depression and causes balls to jump or rebound, rests are supplied for shots out of normal reach.

Playing Charges for Members : Rs. 30/- for half an hour or part to be signed by one player or Rs. 15/- each by both players, Government Taxes and Duties shall be extra.

- a) Children below 14 years are not allowed to play between 5 p.m. to 10.30 p.m.
- b) Dependent children may book on Sundays and holidays. They may play during the normal Billiards hours if the table is vacant and when the Marker is present.
- c) No guest shall use the billiard table unless accompanied by a member.
- d) Members, but not dependents are at liberty to play without a marker being in attendance at any time while the club is open, but no new game shall commence unless there remains a clear half hour before the time when the club closes.
- e) After play, when no marker is in attendance, members must cover up the table they have been

using and see that balls etc. are securely locked away, and that the keys and signed vouchers are returned at the desk.

- f) When the tables are in use, any member present in the club and not playing, may secure a table by writing his/her name on the slate by the score board of the table on which he/she wishes to play, but no member may put his/her name on more than one slate at a time and two members intending to play together may not each put his/her name on a different slate. If the name of any member be on a slate the member(s) in possession of the respective table shall give it up at the end of his/her period of 30 minutes.
- g) At the commencement of every games, the marker will note on the slate the time at which the game started. If any game is abandoned before the expiry of the period of play, the charge shall be for the full half hour.
- h) A member or his guest damaging the Billiard Table Cloth shall be charged such sum as the Committee may consider fair.
- i) A member's name shall be erased from register/ slate if he is not in the billiards room, when the tables become available for his/her game. In that case it may be claimed by the member whose name is second on the list and so on but

the name of the members not claiming shall not be erased.

- j) Reservation of any table in the billiard room is not permitted.
- k) If there are no booking or if the persons who have booked are not present, the members in possession of the table may carry on for another period, they having a prior right to any member present who have not registered their name in the register/slate.
- l) The decision of the managing committee on all questions which may arise shall be final and conclusive.
- m) Any member playing with his guest must pay for the guest. A member shall not play with the marker if any member present wishes to play, but he is entitled to play the full period if he has already begun his game with the marker.
- n) The charges for billiards, snooker, skittles or any pool game for members their children and guest shall be such as fixed by the managing committee from time to time.
- o) The committee shall have the power to reserve the billiard table for any tournament or match or for repairs by placing a notice in the billiard room.

- p) The managing committee shall have the power to exclude from the billiard room a member or his guest whose conduct is not in consonance with this Bye-laws as it deems fit and proper,
- q) Any game in progress will have to be closed at the closing time and full charge be made for the same.

77. TENNIS

The Club maintains, at Woodburn Park, Five Courts which are available for playing for members and their dependents.

HOURS TO PLAY AND TIMINGS

The Tennis Captain and / or Hony. Secretary/Tennis Administrator is responsible for the proper maintenance of the Courts and for enforcement of these rules and promoting healthy sporting spirit amongst the members.

Tennis playing members are entitled to the facilities available at tennis court only.

The person desiring to use the tennis court should be introduced/proposed and seconded by permanent member of the club.

TIMINGS :

TENNIS CHARGES :

Application for the membership should be accompanied with Rs. 40,000/- as Membership charge along with first

month subscription of Rs. 500/- and Rs. 15000/- as development fee or as fixed by the The Committee from time to time plus GST as applicable.

	RATE	
	Without Light	With Light
1. Game of 45 min	65/-	140/-
2. Guest Charges	120/-	
3. Monthly Subscription	500/-	
One time Admission fee non-refundable (non members)	3000/-	
4. Coaching (Annual)	6000/-	
5. Marker Charges	NIL	
6. Tennis Membership Charges	40,000/-	
7. Developement fee 15,000/- (or as taxes by the Committe time to time)		

Subscription of the tennis member is Rs. 500/- per month or as decided by The Committee from time to time.

GST extra

78. CLOAK ROOM CUM SPA

- a) The timings of the SPA/Cloak Room will be :
- | | |
|--------|-------------------------|
| LADIES | 11.30 A.M. to 5.30 P.M. |
| GENTS | 5.30 P.M. to 9.00 P.M. |
- b) A charge per person will be payable by members using the SPA/Cloak Room on a daily basis.
- c) The club is not liable for any accidental injury, sprain, death or any consequence arising thereof from members, their families or their guests using the SPA / Cloak Room.
- d) Members are advised not to leave behind their belongings such as under-garments, shoes, personal towels etc. They should, under no circumstances, leave money or valuables with the attendants. The club is not responsible for the safe custody of these items.
- e) Children below the age of 16 years are not allowed to use the SPA/Cloak Room. Children above the age of 16 may use the equipments in consultation with the attendant.
- f) Members introducing guests to the SPA/Cloak Room, must sign the vouchers Smart Card before leaving the premises/Guest charges will be Rs.100/- per visit plus Government Taxes and Duties and additional Rs.100/- payable for Shower, Steam or Sauna plus Taxes and duties.

- g) Members are entitled to use one towel only. Extra towels used must be signed for.
- h) The steam bath and sauna is not to be used not more than 3 to 4 minutes at a stretch. For any extended period, the risk lies totally with the members.
- i) Whereas the club will ensure that adequate safety precautions are provided for the steam and sauna facilities, the club is not responsible whatsoever for any death, injury etc. arising out of the use these facilities.
- j) No under-garments, shoes, personal belongings etc. must be left in the sauna room for the purpose of drying.
- k) Shoes must not be worn while using the steam, bath and sauna.
- l) Although all equipments in the SPA/Cloackroom are maintained by the original equipment suppliers and are calibrated regularly for efficient use, member using these equipments do so at their own risk.
- m) Members unaware on the usage of equipments should seek the guidance of the attendants to avoid accidents.

- n) Any damage to the equipment while in use by members should be immediately brought to notice of the attendants so that the defect can be repaired immediately.
- o) Attendants are there to operate the steam bath and sauna, members are advised not to start and stop the steam and sauna systems.
- p) The charges for the SPA/Cloakroom shall be such as may be fixed by the Managing Committee from time to time.
- q) The decision of the Managing Committee on all questions which may arise shall be final and conclusive.

Club members/user shall enter the club premises in proper dress & will not wear slipper etc.

79. SWIMMING POOL

- a) The timing of the Swimming Pool will be :-

Morning	Evening
7.00 hrs to 9.30 hrs	13.00 hrs to 21.30 hrs
(1.00 p.m. to 2.00 p.m. Closed)	
Exclusively for Ladies -	15.00 hrs to 16.00 hrs
(After 8.00 p.m. no Children under 14 allowed to Swimming)	
(Except Saturday, Sunday & Holidays)	

However, Dependent Members or Guests below the age of 18 years shall have to vacate the Pool Side by 7.30 pm.

- b) A charge of **Rs. 20/-** per person plus applicable Taxes and Government Duties will be payable by Members and Dependents every time he/she uses the Swimming Pool.
- c) Member's Guest shall be allowed to use the Swimming Pool upon payment of following Guest Charges :

On Week days :

Rs. 75/- per person plus applicable Taxes

On Week ends (Saturday and Sundays) :

Rs. 100/- per person plus applicable Taxes. However, **Dependents and Temporary Members are not entitled to bring any guest.**

- d) Members are personally responsible for the guest they sign in and must be present while their guest use the Swimming Pool.
- e) All Members/Dependents shall have to produce their Identity Card while entering the Swimming Pool area.
- f) The name of each person (Members, their Dependents and Guests) must be entered in the relevant Swimming Register before entering the Pool.
- g) Persons with Infections, such as cold, cuts, open wounds, infectious skin disease and similar other diseases shall not be allowed to enter the Swimming Pool.

- h) Persons with proper Swimming Costumes only shall be allowed to enter the Swimming Pool. The Ladies shall have to use the Swimming Gear while in the Swimming Pool. The Learners must use the Red Cap, while in the Swimming Pool.
- i) Persons in swimming Attire are not permitted to leave the Pool side.
- j) Valuables and Personal Effects left in the Changing Room shall be kept only at the owners' risk.
- k) The Management of the Club will not be responsible for any injury or other suffering to any person in the Pool side.
- l) Children below the age of below 7 years must be accompanied by an Adult Member of the Club throughout he/she stays in the Pool side. The Adult Member escorting the child must remain in the Pool side in swim suit while in the earlier & must remain with in arm reach to all times.
- m) Children under the age of 3 years are not allowed inside the Pool area.

Use of an infant life vest is encouraged.
- n) No Servant, Ayah or Driver shall not be allowed inside the Pool area.
- o) Management shall not be responsible in any manner for any accidental injury or mishap to any person in the Pool area.

- p) Members are requested to collect the locker keys while entering the Swimming Pool. The locker keys must be returned back while leaving the Pool. In case of any loss of keys, members will be charged Rs. 500.00.
- q) The following Dos and Don'ts must be observed by the Person using the Club :

DOs

- 1) Take a Shower before entering the Swimming Pool for hygiene reasons.
- 2) Wear a Cap or Head Gear in case you have long hair.
- 3) Wear proper Swimming Costume before entering the Swimming Pool.

DON'Ts

- 1) Dive into Swimming Pool.
- 2) Running around the Pool Side.
- 3) Smoking, Drinking/Drugging or Eat at the edge of the Pool or while in the Water is not permitted.
- 4) The charges for the Swimming Pool as stated above may be altered or varied by the Club Management from time to time.
- 5) Spitting, Spouting or Nose-blowing in the pool is Strictly Prohibited.

- 6) No person within the pool grounds shall behave in such a manner as to jeopardise the safety and health of himself/herself and others. Such behaviour, including abusive or profane language, shall be grounds for expulsion.
- 7) The use of cameras, video cameras or any device containing camera equipment of any kind is prohibited in all locker rooms, bathrooms and changing facilities.
- 8) Pets, attendants, drivers, servants or associates are not permitted in the swimming pool premises. Persons suffering from any disease are not permitted to use the Swimming Pool.
- 9) Floatation devices (water wings, swim suits with floats etc.) are not allowed. Toys, snorkels and masks are not allowed.
- 10) Swimmers must be free of colds and other contagious diseases and without any cuts or bruises.
- 11) The decision of The Committee on all questions which may arise shall be final and conclusive.

80. RESIDENTIAL ROOMS -

A) RESERVATION OF ROOMS :

- a) Residential rooms in the club can be occupied by members, members of the affiliated clubs and by members' guests who will be made temporary

members for the duration of their stay on being proposed and accepted in the normal manner. Proposers will be responsible for the expenses incurred by their guests. Proposers will apprise the guests occupying the club's residential quarters of the various timings, restrictions regarding dress and children's movements and other rules and regulations of the club.

- b) A list of applicants' name and addresses shall be maintained in the Secretary's office. Rooms will be allotted/offered at the discretion of the club.
- c) Advance: Confirmation of room bookings will be made only after receipt of 100% advance. The prospective room occupant/proposer will have to deposit the full quantum of applicable daily room cost for the entire period for which the room is booked, or a quantum as determined by The Committee from time to time.
- d) Refund, on cancellation as per the following guidelines:
 - i. Cancellation notice received 4 days and above - refund will be full of the total room charges. However, the cancellation charges of Rs. 100/□ shall be applicable.
 - ii. Cancellation notice received less than 3 days - refund will be 50% of the total room charges.

- iii. Cancellation notice received less than 2 days - no refund.
- iv. Should the accommodation be vacated earlier than the day upto which it is booked, refund will be guided by the above rules.
- v. Cash for food, beverages/drinks, which will have to be purchased from the club through room service.
- f) Pets are strictly prohibited. No fire hazardous item will be allowed inside the rooms.
- g) Screening or viewing of obscene films is prohibited.
- h) No electrical equipment such as Radio/VCR/VCP/ Heater etc. will be allowed in the room.
- i) All cigarette ends must be properly extinguished in the ashtrays only. Any damage to property or linen of the club due to fire shall have to be paid by the guests.
- j) Please put off the lights when not in use to save electricity. As electricity saved is electricity generated.
- k) The person occupying the room shall have to produce valid ID Card as per Rules & Regulation of the Govt.
- vi. No visitor will be allowed to stay in room after 10 p.m.

B) NOTICE OF VACATION OF ROOM :

- a) The Committee, at its sole discretion, may require a member to vacate his/her room by giving TWO days notice without assigning any reason thereof.

- b) SUB-LETTING / INTER-CHANGE : Sub-letting of rooms is not allowed. Rooms may not be inter-changed without the consent of The Committee.

C) ALLOTMENT :

- a) Allotment may be made to members of the club and as well as the reciprocal members. However, they will have to provide introduction letter from their parent club.
- b) Allotment will be made by priority of application and allotment of accommodation shall lie at the discretion of the Hony. Secretary.

D) OCCUPATION :

- a) When a member is occupying a room, with his family such member may reside with him on extra payment, provided, however, not more than 4 persons shall reside in the room.
- b) However, in the event of a resident member has taken ill he may with the permission of Hony. Secretary be attended by his doctor during any time of the day or night.
- c) Rooms may be allotted for a period not exceeding 10 days at one time, provided however, Hony. Secretary may for special reason acceptable to him, extend the period by another 10 days or for longer period, provided that the aggregate period does not exceed 30 days at a stretch.

- d) The person occupying the room must vacate at the appointed time.
- e) Request for extension period may be considered provided, the same room is not already booked for another person or any other room is vacant.
- f) In the event of the occupying member's refusal or failure to vacate the room at the appointed time, the Hon. Secretary shall be at liberty and shall be fully authorized to get the occupant out of the room with bag and baggage and to take any further action as may be deemed necessary in the interest of the club.
- g) No Cocktail parties/Get together are allowed in the room
- h) The resident members shall see that they and their guests are properly and decently dressed while in the club.
- i) The Check in and Check out time shall be 12.00 noon.
- j) In case the visitor/guest leaves without payment of the dues to the club then the member who has booked the room shall be responsible to such amount due to the club. The club shall be at liberty to debit such amount to the member regular account to recover the same.

E) VISITORS:

- a) The resident member shall be entitled to receive visitor in their rooms whether members or not, from 8 a.m. to 10 p.m. Such visitor shall be persons who are received in general society. No person will be authorized to enter into the club premises for the purpose of entertaining into the residential rooms unless he/she is properly introduced at the reception and he/ she signs his/her name in the register maintained at the reception for this purpose.

No ladies are allowed to be entertained in the room.

- b) Visitors of the resident members shall not be permitted to stay in the room and/ or in any part of the club premises after 10-00 p.m.
- c) The resident member shall pay their bills as and when necessary by cash for all services and supplies including room rent. In case of any dues remaining to be paid the same will be debited to the A/c. of proposer member and the proposer shall be liable to pay this amount within a weeks time.
- d) Any occupation of a room however short, shall be computed as one day. The check out/check in time shall be 12 noon.

F) BREAKAGES :

Any member in occupation of the club rooms shall be liable to pay the replacement value of all deficiencies, breakages, furniture, fittings, fixture etc., or damages to club property in the club room occupied by him, or elsewhere premises of the club.

G) ABANDONMENT OF ROOM :

If at any time, it appears to the Hony. Secretary that any member by reason of continued absence or otherwise has abandoned any room of which he is occupant, the club reserves to itself the right to take immediate possession thereof and for such purpose unlock or open the same. The Hony. Secretary shall be the sole judge to decide, justify action under this rule and his decision shall be final and conclusive and shall not be challenged by any person.

H) LUGGAGE AND LOSS :

No resident member shall keep any luggage or any article outside his room. The Club will not be liable for loss of money, valuables or other property belonging to resident members or for damage or injury done to luggage, articles, or other property in whatever manner such loss, injury or damage may have occurred.

I) TABOOS :

No resident member shall create any noise, so as to cause any nuisance or annoyance to his neighbours or

other members of the club. No cooking is allowed in the room.

J) SAVINGS :

Notwithstanding anything contained in these rules or in any of the other rules, regulations or articles of association or Bye-Laws of this club the relationship between the club and a member occupying any room shall be that of licensor and licensee for all purposes and in all respects, and the license to occupy a room shall be liable to be revoked in the manner hereinbefore mentioned. The license to occupy and room shall not confer or be deemed to confer any right on the part of the member to an exclusive possession thereof and the room as well as the rest of the club premises shall always remain and be deemed to be in the exclusive possession and control of the club through its Hony. Secretary and its other authorised office bearers.

SIGNING FACILITIES FOR MEMBERS' CHILDREN

81. The committee will consider applications from members for their children aged 14 years or more to be granted permission to sign vouchers except for alcoholic beverages on their parents account against Smart Card but in such cases permission shall be automatically cancelled when the members' children reach age of 24 or earlier if they cease to be dependent on parents. Parents must inform the Hony. Secretary in either case.

82. Application for such signing facility are to be made in prescribed manner. Please contact Hony. Secretary/ Administrator of the club to issue Smart card.
83. Club vouchers may not be signed by members' children against production of Smat Card when facilities are granted to member's daughters and sons under these Bye Laws.

MEMBERSHIP FEES AND SMART CARD

84. The respectable gentlemen/ladies upon getting elected to the company/club as a member shall have to pay the membership fee as under :

RESIGNING BY TEMPORARY MEMBER

85. In the event, a Temporary Member resigns from the Membership before being granted the Permanent Membership, the said Member shall forfeit the total amount paid by him.

NOT GRANTING OF PERMANENT MEMBERSHIP

86. In the event, The Committee does not grant the Temperary Member the Permanent Membership, the said Member **shall only be refunded the Admission Fee as applicable at the time of his admission.**
87. Each Member of the Club and Dependents shall be issued Identity Card / Smart Card upon payment. The Identity Smart Card so issued shall remain the Club's

Property and shall be surrendered to the Club upon cessation of Membership.

Members and Dependents shall carry the Smart Card whenever they visit the Club and shall be bound to produce the same whenever demanded by any authorized employee of the Club.

WAIVER

88. Any clause of the bye laws can be waived or ammended by The Committee through President/Hony. Secretary time to time.

IMPORTANT : IT IS MADE CLEAR THAT WHEREVER THE BYE LAWS ARE IN CONFLICT WITH THE CONSTITUTION, CONSTITUTION SHALL PREVAIL OVER THE BYE LAWS.